

## **SOUTHEAST ALLIANCE - LOCAL HUMAN RIGHTS COMMITTEE**

Regular Meeting: Tuesday - July 10, 2012 at 5:30 PM

Location: Board Room- H-NNCSB Bldg. 300

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### **Members Present:**

Lisa O. Hillman, Chair

Linda Lane, Vice-Chair

Nathaniel Parker

Vicki Pegram

John B. Dawson

Monica Larkin, Secretary

Michelle Guide

### **Advocate(s):**

Hillary S. Zaneveld

### **Affiliates Present:**

Michelle Iwaniw, H-NNCSB

Michelle Lakins-Waller, Colonial Behavioral Health

Valerie Gray, Gray's Family Services

Damion Mason, Second Chances

Hollie Stephens, Lutheran Family Services of Virginia

Julie Palmer, The Arc of the Virginia Peninsula

Huma Hague, Integrated Health Services

George Christopher, Integrated Health Services

Leasa Swittenberg, Family Behavioral Health and Healing

Shannetta Stone, Mid-Atlantic Family Services

Gwendolyn Proctor, Mid Atlantic Family Services

### **Requesting affiliations:**

American Treatment Center, Donald Honeycutt

Together Lives Change, Tiffany Hassell

Together Lives Change, Chanel Wright

Connect Youth and Family Services, Diona Shoffield

### **Members of the Public:**

Richard Ross, Member of the Public

### **I. Call to order/Introductions:**

Ms. Lisa Hillman called the meeting to order at 5:39 PM. Introductions were made by members and affiliates.

- A motion was made to move the next friend request across the hall in a two member session and accompanied by Advocate Zaneveld. The motion was approved. The two friend requests were Colonial Behavioral Health and Hampton Newport News Community Services Board.

II. Approval of Agenda:

**Action:** A motion was made to approve the minutes as written and seconded.

III. Approval of Minutes

**Action:** A motion was made to approve the minutes of April 10, 2012 meeting as written. The motion was seconded and unanimously approved without further discussion.

IV. Public Comment:

No public comments were made.

V. Old Business:

None

VI. New Business:

Chairman Hillman made a comment iterating the importance of mailing information to committee members two weeks prior to the meeting.

Ms. Iwaniw wanted the committee members to know that the end of June is difficult to meet the request two weeks prior because of the calendar.

All agreed to mail and make it close as possible to the two week timeline.

American Treatment Center - Requested Affiliation. Mr. Honeycutt provided an overview of the program. The plan is to provide methadone and suboxone treatment in partnership with two area physicians. The service includes counseling, urine test and blood test. The service location is in Newport News with expansion in Williamsburg. Committee made a suggestion for center to contact infectious disease specialist at EVMS Dr. Oldfield to provide consultation regarding HIV. Committee made recommendation for changes to behavior management plan. LHRC did not approve the behavior management policy and procedure. LHRC supports affiliation and accepts the program rules of conduct. There was a motion to approve the program rules of conduct. So moved and seconded. At October 9, 2012 meeting, changes to behavior management plan should be submitted to LHRC.

**Action:** Motion to accept affiliation was made and seconded. Affiliation granted. American Treatment Center was asked to re-present their Behavior Management Policies and Procedures and Program Rules of Conduct at the next meeting. These documents were not approved at this meeting due to requested changes.

Connect Youth and Family Services - Requested Affiliation. Ms. Sheffield provided an overview of the program. TDT services for children between the ages of 5-21 that are at risk of being removed from the school system. The services will be provided in the Williamsburg area and staff/client ratio of 1:5. At the beginning, services will focus on children under the age of 14. Motion moved and seconded to approve behavior plan and rules of conduct with clarification regarding physical restraints. Committee indicated the policy needs to indicate physician

restraint. Change of behavior management policy/plan will need to be presented at October 9, 2012 meeting.

**Action:** Motion to accept affiliation was made and seconded. Affiliation granted. Connect Youth and Family Services was asked to re-present their Behavior Management Policies and Procedures and Program Rules with clarification regarding restraints at the next meeting. These documents were not approved at this meeting due to requested changes.

Together Lives Change - Requested transfer of affiliation. Ms. Hassell provided an overview of the program. Services will include day treatment (licensed) and community based services. The plan is to use physical restraints to correct behaviors. There was a motion to approve the program rules of conduct and behavioral management plan. So moved and seconded. Program rule and behavioral management plan approved.

**Action:** A motion to grant affiliation was accepted and seconded. Affiliation granted.

One Way Counseling Services - This agency was not present to request transfer of affiliation.

Next Friend Request - Moved across hall into a two member sub-committee of Mr. Nathaniel Parker and Ms. Victoria Pegram and accompanied by Ms. Zaneveld, Human Rights Advocate.

Mr. Parker made the motion that the Southeast Alliance LHRC sub-committee go into executive session pursuant to VA Code 2.2-3711(A)4 for the protection of the privacy of individuals in personal matters not related to public business, namely for the purpose of reviewing next friend requests for Colonial Behavioral Health and Hampton Newport News CSB pursuant to the regulations. The motion was seconded by Ms. Pegram, all in favor.

Mr. Parker made the motion that the 2 member sub-committee exit Executive Session, Ms. Pegram seconded, all in favor.

Mr. Parker and Ms. Pegram certified that, to the best of each member's knowledge, only private business matters lawfully exempted from statutory open meeting requirements and only private business matters identified in the motion to convene the executive session were discussed in executive session.

- Colonial Behavioral Health (3 individuals) - Next Friend request reviewed and approved by two member sub-committee.
- Hampton Newport News Community Services Board (1 individual) - Next Friend request reviewed and approved by two member sub-committee.

#### VIII. Advocates Report

Hillary Zaneveld reported that the Office of Human Rights hired new advocate, Timothy Jones and he started work this week.

Effective July 1<sup>st</sup>, providers must submit Serious Injury and Death reports to Central Office. The fax number is (804) 692-0066. Ms. Zaneveld provided copies of the Serious Injury and Death report. The website address was provided and where to find forms. There was also a hand out provided on the recommended report format for internal investigations of abuse and complaints. Ms Zaneveld expressed the information in the document is what the Office of Human Rights look for in an investigation.

Ms. Zaneveld also reminded everyone to contact Central Office if there are any changes to the agency contacts.

#### IX. Agency Reports

Second Quarter Reports presented by:

- H-NNCSB – Present and provided report with corrections.
- The Arc of the Virginia Peninsula - Present and provided report.
- Colonial Behavioral Health – Present and provided report. At next meeting will discuss and present behavior management plan regarding use of restraints.
- Lutheran Family Services of Virginia- Present and provided report.
- Gray's Family Services – Present and provided report.
- Mid-Atlantic Services - Present and provided report. Submitted letter to LHRC to request affiliation for new service. Provided overview of services which includes mental health community services for adults that have difficulty with day to day activities. Previously a TDT provider but are switching to mental health support services. Motion to approve program rules of conduct and second. **Action:** Affiliation approved for new service/program.
- Family Behavioral Health and Healing – Present and provided report.
- Second Chance Youth Services – Present and provided report. Will provide modification to Behavior Management Plan at October 9, 2012 meeting.
- Integrated Health Service - Present and provided report.

#### X. Closed Session:

A motion was made by Mr. Parker and seconded by Ms. Pegram at 7:17 PM that the SEA - LHRC go into Closed Session pursuant to Va. Code § 2.2-3711(A paragraph 4), for the purposes of protecting the privacy of individuals in personal matters not related to public business, namely for the purpose of hearing from Colonial Behavioral Health, The Arc of the Virginia Peninsula and Hampton- Newport News Community Services Board pursuant to the regulations.

A motion was made by Mr. Parker and seconded by Ms. Pegram to exit executive session.

Upon reconvening in Open Session, each member of the SEA LHRC certified to the best of each member's knowledge, only private business matters lawfully exempted from statutory open meeting requirements and only private business matters identified in the motion to convene the executive session were discussed in executive session.

Recommendations:

Colonial Behavioral Health – No recommendations

The Arc of the Va. Peninsula – No recommendations

Hampton Newport News CSB - No recommendations

XI. ADJOURNMENT

- There being no further business, the meeting adjourned at 7:50 PM
- The next meeting of the SEA - LHRC will be held on October 9, 2012

Minutes Submitted By:

Michelle Lakins-Waller

Affiliate - Colonial Behavioral Health